Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2
SECRET
ORGANIZATIONAL-INTERNAL USE ONLY

001

CATALOGUE OF COURSES
1969

SECRET
Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2
ORGANIZATIONAL-INTERNAL USE ONLY

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2

FORWARD

This catalogue is intended to provide staff personnel in the field with general information on the subject-matter in courses offered at headquarters.

The schedule for the courses is a separate document.

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2

List of Courses

Administrative Procedures

ADP Orientation

Advanced Management (Planning)

Air Operations

Basic Country Survey: USSR

Challenge of Worldwide Communism

Chiefs of Station Seminar

China Familiarization

25X1A [redacted]

25X1 [redacted]

Clerical Refresher

Communist Party Organization and Operations

Conference Techniques

Counterintelligence Familiarization

Counterintelligence Operations

Covert Action Operations Seminar

Effective Speaking

European Operations Course

Field Finance and Logistics

Geography of Communist China

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2

Geography of the USSR

Information Reporting. Reports, and Requirements

Information Reports Familiarization

Intelligence Briefing

Intelligence Production

Intelligence Research Techniques

Intelligence Review

Intelligence Techniques

Introduction to Communism

Introduction to Intelligence

Introduction to Map Reading & Imagery Analysis

Management

Managerial Grid

Midcareer Executive Development

25X1 [redacted]

Operations, Phase I

Operations, Phase II

Operations Familiarization

Operations Support

Orientation to Intelligence

Parachute Jump Training

Politics Workshop

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2
SECRET
ORGANIZATIONAL-INTERNAL USE ONLY

Records I

Records II

Records III

Senior Management Seminar (Grid)

Senior Management Seminar (Planning)

Soviet Bloc Operations

Supervision

Support Services

Support Services Review: Trends and Highlights

Vietnam Training

Writing Workshop (Basic)

Writing Workshop (Intermediate)

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2
SECRET
ORGANIZATIONAL-INTERNAL USE ONLY

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2
SECRET
ORGANIZATIONAL-INTERNAL USE ONLY

ADMINISTRATIVE PROCEDURES — 3 1/2 or 5 days - Full time.

For clerical employees supporting the Organization. All students attend the first 3 1/2 days for coverage of [redacted] organization, dispatch and cable procedures, domestic travel and reimbursement vouchers, and operational terminology. The operational component-sponsored students remain the extra 1 1/2 days for coverage of records and project procedures. 25X1A

ADP ORIENTATION — 3 days - Full time.

For users and potential users of computer services. A general orientation on automatic data processing is provided.

ADVANCED MANAGEMENT (PLANNING) — 1 week - Sunday afternoon through Friday - Full time.

For all officers, line or staff (GS-13/14), who have a need for better understanding of systematic planning. While not designed for personnel engaged in full-time planning, programming, and budgeting, they are by no means excluded. Specific methodology for planning, selected techniques used in planning, analysis of different planning styles and overall [redacted] system for planning, programming, and budgeting. Required precourse reading involves 10 - 15 hours; thus, registrations cannot be accepted later than 2 weeks prior to the scheduled starting date. 25X1A

AIR OPERATIONS — 2 weeks - Full time.

For case officers and air operations officers assigned or to be assigned to air operations. Lectures, demonstrations and practical exercises in planning and carrying out the elements necessary to an air operation.

BASIC COUNTRY SURVEY: USSR — 2 weeks - Full time.

For professional employees whose work requires a basic and comprehensive knowledge of the Soviet Union. Includes a brief study of Tsarist Russia and developments since the Communist seizure of power.

CHALLENGE OF WORLDWIDE COMMUNISM — 3 weeks - Full time.

For Career Trainees. The historical development of the USSR and Communist China is reviewed, together with an examination of the doctrine, organization, and operations of the communist movement throughout the world.

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2
SECRET
ORGANIZATIONAL-INTERNAL USE ONLY

CHIEFS OF STATION SEMINAR — 2 weeks - Full time.

Primarily for Chiefs of medium size or smaller Stations, Deputy Chiefs of Station and Chiefs of Base. Applicant must be COS, DCOS, or COB designee. The main focus is the Chief of Station and his administrative and operational responsibilities.

CHINA FAMILIARIZATION — 1 week - Full time.

For professional employees. Covers survey of mainland China's geography, history, economic factors, and its role in foreign affairs. Provides introduction to the Chinese language, including pronunciation.

25X1A

CLERICAL REFRESHER — 4 weeks - morning.

For clerical employees seeking to improve accuracy and to develop speed in either shorthand or typewriting. Separate instruction may be taken in either skill.

COMMUNIST PARTY ORGANIZATION AND OPERATIONS — 3 weeks - morning.

For professional employees. Covers organization and activities of communist parties, with emphasis placed on those in countries in which they are not dominant.

CONFERENCE TECHNIQUES — 11 weeks - one morning a week.

For officers of the Organization responsible for planning and for leading group discussions and conferences. The role of an effective participant is also emphasized.

COUNTERINTELLIGENCE FAMILIARIZATION — 2 weeks - Full time.

For personnel who need knowledge of the essential elements of counterintelligence. Covers U.S. and Organization policy and doctrine for CI as well as basic tactics.

COUNTERINTELLIGENCE OPERATIONS — 2 weeks - Full time.

For operational officers who will plan, manage, and engage in CI operations in the field or who will guide and support CI programs and operations. Emphasis is placed on the identification and selection of CI targets and the organization and implementation of CI operations.

COVERT ACTION OPERATIONS SEMINAR — 3 1/2 days - Full time.

For middle- and senior-grade operational component staff officers involved in conducting, directing, or supporting covert action operations. The rationale of CA operations is explained; the variety and scope of CA activities and the criteria for determining the appropriateness of specific types of activity under different circumstances are demonstrated; and the most frequent problems encountered while conducting or supporting the CA operations are introduced. Because of precourse work, registrations cannot be accepted later than two weeks prior to the scheduled starting date.

EFFECTIVE SPEAKING — 12 weeks - one morning a week.

For professional employees. Covers principles of speaking as they relate to oral presentation. Includes selection and use of graphic aids.

EUROPEAN OPERATIONS COURSE — 3 weeks - Full time.

For operational staff officers and intelligence assistants of the Europe Division and operational staff officers and intelligence assistants of other Operational Area Divisions who are preparing for field assignments in Europe Division. The course (continued)

EUROPEAN OPERATIONS COURSE (continued)

consists of the following: a one-week lecture/seminar program reviewing FI and CI fundamentals in a European context; one week of practical work in [redacted] one week for practical work. Student admissions are processed through the Europe Division Training Officer.

25X1

FIELD FINANCE AND LOGISTICS — 3 weeks - Full time.

For operational support assistants and support officers required to maintain budgetary, financial, and property records at a Class B, C, Type II, or Type III Station.

GEOGRAPHY OF COMMUNIST CHINA — 3 weeks - MWF - Full time.

For professional employees who need a working knowledge of the geography of Communist China. A text has been especially compiled for this course, incorporating the latest unclassified data. Classified materials to be used include the Intelligence Map Series to illustrate certain geographical points. This course concentrates on those elements of the natural and cultural environment that can influence the political, economic, military, or foreign relations stance of Communist China.

GEOGRAPHY OF THE USSR — 6 weeks - MWF - Full time.

For professional employees who need a working knowledge of the geography of the USSR. Text materials used will include the best available regular academic texts, Soviet maps and atlases. Training will be given in transliteration and use of Russian-language materials where necessary. Classified materials to be used include the Intelligence Map Series to illustrate certain geographical points. Films and slides will be shown. This course concentrates on those elements of the natural and cultural environment that can influence the political, economic, military, or foreign relations stance of the USSR.

INFORMATION REPORTING, REPORTS, AND REQUIREMENTS
3 weeks - Full time.

For operational component employees required to report intelligence information. Covers official policies and procedures for completing a report as well as practical exercises.

INFORMATION REPORTS FAMILIARIZATION 1 week - Full time.

For operational component employees assigned as junior reports officers or those assigned to type operational reports and intelligence cables.

INTELLIGENCE BRIEFING 4 weeks - MW - mornings.

For professional employees with preference given to those who have briefing responsibilities. Instruction and practice in the basic techniques of intelligence briefing using seminar discussions of briefing objectives and problems, preparation and delivery of assigned briefings, and class and instructor critique of performance. At least two of the briefings will be video-taped. Also covered are platform techniques, audience and occasion analysis, substantive organization, coherence and clarification devices, design and use of briefing notes, design and use of visual aids, answering questions, and briefing-team techniques. Briefing assignments are tailored to the areas of specialization and responsibility of the individual class members.

INTELLIGENCE PRODUCTION 9 weeks - Full time.

For Career Trainees. Provides detailed orientation into the intelligence component, emphasizing particularly the problems of producing finished intelligence. Also stresses the close working relationships between the intelligence units and other Organization and non-Organization offices. The required course research paper is intended to give the Career Trainee pre-job experience in using Organization reference facilities as well as in producing finished intelligence.

INTELLIGENCE RESEARCH TECHNIQUES 2 weeks - Full time.

For analysts, librarians, reference analysts, and research assistants. Covers each stage of the research process from the origin of an intelligence research topic to the writing of a skeletal report. A research project is used as a practical exercise. Includes orientation on repositories of information and on value of collection programs.

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2

INTELLIGENCE REVIEW — 2 weeks - Full time.

For middle-grade and senior officers who have been in the Organization at least five years. Covers the Organization's development under the centralization concept, recent organization developments to meet current and future responsibilities, changes in functions of the intelligence community, problems of coordination, and future trends in intelligence.

INTELLIGENCE TECHNIQUES — 3 weeks - Full time.

For Career Trainees. Provides instruction and practice in the Organization's techniques used in the production of finished intelligence.

INTRODUCTION TO COMMUNISM — 2 weeks - Full time.

For professional employees at EOD or potential professionals. Covers historical development of the USSR and Communist China and the doctrine, organization and operations of the Communist movement. (Part II of Intelligence Orientation Course)

INTRODUCTION TO INTELLIGENCE — 2 weeks - Full time.

For professional employees at EOD or potential professionals. Covers concepts of intelligence, the intelligence agencies of the U.S. Government, and the Organization's responsibility for collection, production, and dissemination of intelligence. Includes discussion of the fundamentals of American beliefs and practices. (Part I of Intelligence Orientation Course)

INTRODUCTION TO MAP READING & IMAGERY ANALYSIS — 8 days - spread over 3 weeks - Full time.

For professional employees who need to be able to use maps effectively and to do simple photographic interpretation. Equal emphasis on map reading and photographic interpretation. Other types of imagery analysis are introduced.

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2
SECRET
ORGANIZATIONAL-INTERNAL USE ONLY

MANAGEMENT — 1 week - Full time.

For officers in Grades GS-11 through GS-14. Examines current thinking in managerial style as it relates to communication, employee motivation, and work performance. Exercises in team-action problem-solving are used to provide students an opportunity to apply the concepts and principles covered.

MANAGERIAL GRID — 1 week - Sunday afternoon through Friday - Full time.

For GS-13/14s who do not anticipate attending the Midcareer Executive Development Course. Grid concept of classifying leadership and managerial styles is examined. Personal managerial styles are analyzed through team and individual exercises designed to permit the understanding of the managerial styles of others to serve as a means of diagnosing problems which prevent effectiveness at any organizational level. Priority given to individuals whose supervisors have completed the Grid.

MIDCAREER EXECUTIVE DEVELOPMENT — 6 weeks - Full time - 240 hours.

For designated Midcareerists. Covers the activities of components of the Organization, the U.S. Government in its international setting, and problems of management, also includes the Managerial Grid.

25X1A

OPERATIONS, PHASE I — 13 weeks - Full time.

For Career Trainees who are preparing for careers as case officers. Covers fundamentals of operational component activities, emphasizing tradecraft techniques, agent handling, reporting, project management, and FI, CI, and CA objectives. Non-CTs are enrolled on a priority-need basis.

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2
SECRET
ORGANIZATIONAL-INTERNAL USE ONLY

OPERATIONS, PHASE II — 10 weeks - Full time.

For Career Trainees and other selected personnel. Training in the

25X1 [redacted]

OPERATIONS FAMILIARIZATION — 4 weeks - Full time.

For Career Trainees and for operational and non-operational officers whose responsibilities are in support of operations. Gives basic understanding of the fundamentals of operations and the familiarization of basic techniques and methods of operation used by the field case officers.

OPERATIONS SUPPORT — 3 weeks - Full time.

For operational employees with assignments overseas which will require their supporting the operational activities. Practical problems represent situations as they might be expected to occur at a field station, such as records maintenance.

ORIENTATION TO INTELLIGENCE — 2 weeks - Full time.

For Career Trainees. Introduces the concepts of intelligence, the structure of the intelligence community and its relationship to the policy level of Government, and the responsibilities of the Organization for collection, production, and dissemination of intelligence.

PARACHUTE JUMP TRAINING — 2 weeks - Full time.

Voluntary course for all Career Trainees of the operational component and for other special-need personnel. Ground phase-1st week physical conditioning, instruction and practical work in

25X1 [redacted]

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2
SECRET

25X1A

POLITICS WORKSHOP — 3 1/2 days - Full time.

For middle-grade and senior operational officers. Course seeks

[redacted]

group analysis of current problems in key countries.

RECORDS I — 3 days - MWF - Part time.

Valuable to senior operations officers and to intelligence and clerical assistants who support operations through any form of records activity. Designed to increase operational effectiveness in all elements of the operational component through more effective use of its records system. Reviews the records mission of the operational component and explores both the services provided by the records systems and the responsibilities of operational component personnel to the records. "How to do it" instruction is given in methods of input, maintenance, and retrieval of information, as well as in the disposition, disposal and destruction of records. Includes an introduction to the various machine programs associated with the records system.

RECORDS II — 1 week - Part time.

For all levels of operational component personnel involved in records searching. Designed to increase effectiveness in recovering information about persons of interest to the operational component. Introduces the principles, techniques and specific procedures used in exploiting the various records of the Organization and other sources of biographic information, primarily as this research is carried out. Students are also instructed in presenting the results of their research. A practical exercise in biographic research covers more than fifty percent of the class time.

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2
SECRET

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2
SECRET
ORGANIZATIONAL-INTERNAL USE ONLY

RECORDS III — 2 days - Part time.

Required for all operational records officers. Outlines the responsibilities of the records officer in destroying or disposing of operational records; in opening official operational files; in desensitizing operational records material and in functioning as a focal point for information on the proper execution of records responsibilities. A special briefing is included on the records officer's position vis-a-vis the Records Integration Division,

25X1

[redacted]

management program. A three-hour practical exercise provides familiarity with the RO task.

SENIOR MANAGEMENT SEMINAR (GRID) — 1 week - Sunday afternoon through Friday - Full time.

For GS-15s and above. Consists of the Managerial Grid. Selection by Senior Training Officers. Conducted by consultant.

SENIOR MANAGEMENT SEMINAR (PLANNING) — 1 week - Sunday afternoon through Friday - Full time.

For GS-15s and above. Consists of Advanced Management (Planning) Course. Conducted by consultant.

SOVIET BLOC OPERATIONS — 3 weeks - Full time.

For operational officers and intelligence assistants. Provides an orientation on the special nature of the Soviet Bloc as an operational target. Required for those preparing for field assignments in which substantial time will be devoted to the Soviet Bloc target. Staff employees engaged in activities against the Soviet Bloc will be admitted on a space-available basis.

SUPERVISION — 1 week - Full time.

For employees in grades GS-5 through GS-10 who have supervisory responsibilities. Explores current thinking on the role of the supervisor in terms of personal behavior, responsibility for subordinates, and organizational and individual needs. Provides materials and a setting experiencing and examining interteam and intrateam skills and activities.

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2
SECRET
ORGANIZATIONAL-INTERNAL USE ONLY

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2
SECRET
ORGANIZATIONAL-INTERNAL USE ONLY

SUPPORT SERVICES — 6 weeks - Full time.

For Career Trainees assigned to the support component. (Young non-CT professionals from within the support component, GS-8 through GS-12, may be nominated to attend this course when Career Trainee enrollment falls below eighteen students - anticipated CT enrollment for fiscal years 1969 and 1970 is 8 - 10 per course.) Acquaints students with organization and mission of various support components. Includes the Managerial Grid and three-day ADP Orientation courses.

SUPPORT SERVICES REVIEW: TRENDS AND HIGHLIGHTS — 4 1/2 days - Full time.

For professional support employees (women as well as men) in Grade GS-9 through GS-15. Emphasizes significant trends and developments within the Organization's support activities, and includes presentations in ADP, records management, and planning, programming, and budgeting.

VIETNAM TRAINING

Related but separate training programs are designed to equip employees for assignments related to Vietnam. The programs range from area orientation to courses offering deeper exposure in various subject areas in Vietnam.

WRITING WORKSHOP (BASIC) — 4 weeks - T Th - Morning.

For professional employees. (Non-professionals may attend under certain circumstances.) Covers basic principles of grammar and rhetoric, and elements of sentence construction and paragraph structure.

WRITING WORKSHOP (INTERMEDIATE) — 4 weeks - M W - Morning.

For professional employees. (Non-professionals may attend under certain circumstances.) Covers principles of good writing, including clarity, accuracy, and logic.

Approved For Release 2005/06/22 : CIA-RDP78-06370A000300010001-2
SECRET
ORGANIZATIONAL-INTERNAL USE ONLY